

Division of Student Affairs Student Engagement Associate Director

The Student Engagement Associate Director serves a vital role in the Office of Student Engagement, Leadership, and Fraternity and Sorority Life and is directly responsible for the oversight of programs and services that enhance student leadership and campus engagement efforts. The Associate Director is primarily responsible for advising the Hulman Memorial Student Union Board, serving as a liaison for campus-wide programming committees, and the supervision of two graduate assistants. An essential part of the Division of Student Affairs, the Associate Director has the opportunity for involvement in University and Division committees and initiatives.

Applicants for the Associate Director role should possess the following skills and meet the following criteria:

- Master's Degree in Student Affairs, Higher Education, Counseling, Social Work, or related field
- 3+ years professional experience in Fraternity & Sorority Life, Student Activities, Leadership Development, or other Student Affairs related area
- Ability to work with a diverse group of students, staff members, alumni, and stakeholders as an advisor and champion
- Effective written and verbal communication including public presentations
- Positive, team-oriented attitude
- Strong commitment to diversity, equity, and inclusive excellence
- Ability to complete multiple complex projects at the same time through visionary leadership

Specific Duties and Responsibilities for the Student Engagement Associate Director include:

- Assist with providing a developmental and supportive atmosphere for student engagement at Indiana State University through student engagement and traditional campus events, including relevant administrative and budgetary tasks.
- Assist in the design, implementation, and assessment of workshops, trainings, and retreats for student leaders (including the development of any materials or presentations that may be needed or collaborative efforts with other University departments).
- Serve as the primary advisor for the Hulman Memorial Student Union Board executive team and committees, communicating regularly and offering support to members, officers, and alumni.
- Offer support and guidance as well as serving on campus-wide planning committees for traditional campus events, including but not limited to: Homecoming, Spring Week, Welcome Back Bingo, and awareness/heritage month programs.
- Chair the Special Events Committee, including reviewing intake form submissions, coordinating meetings for event organizers with campus stakeholders, and providing notification to student organizations and University departments regarding event approval.
- Collaborate and provide oversight for campus partnerships such as the Social Justice Summit and Move In Crew Volunteers.
- Supervise two graduate assistants and if applicable, practicum interns, in their goal setting, development, and annual evaluations.
- Participate in regularly scheduled staff meetings and one-on-one supervision meetings.
- Participate in various office, Division, and University programs and activities, including some weekend or evening work
- Other duties as assigned as they pertain to the function of the office, Division, and University.

How to apply: Apply online and submit cover letter, résumé, and references through <https://jobs.indstate.edu/postings/43959>. Review of applications will begin May 31, 2023, and continue until the position is filled. For additional information or questions, contact Kristen Kardas (kristen.kardas@indstate.edu).

About the Institution: Indiana State University is a world-class center of higher education, located in Terre Haute, Indiana, and serving a multi-state region that stretches from Indianapolis to St. Louis, Chicago, Louisville, Cincinnati, and beyond. It has been recognized by the Princeton Review as among the best universities in the Midwest.

Indiana State is a beautiful, pedestrian-friendly campus located within walking distance of local shops, restaurants, and activities in Terre Haute's historic downtown district. Situated near the Indiana-Illinois border, the campus is about an hour's drive from Indianapolis and within a few hours of other major metropolitan areas.

Indiana State, one of the most diverse campuses in Indiana, is a welcoming community of students, faculty, and staff representing most U.S. states and many countries around the world. There are more than 260 student-run organizations offering activities and entertainment throughout the year, along with 15 NCAA Division I athletic teams, a first-rate student recreation center with numerous classes and recreational sports programs, and a Performing Arts Series and University Speakers Series that bring national touring productions and speakers to campus.

Indiana State is a place of belonging where students, faculty, and staff learn and thrive together. Join our Sycamore family!

Indiana State University is an Equal Opportunity/Affirmative Action employer. All are encouraged to apply including women, minorities, individuals with disabilities, and protected veterans.